



Academic & Student Support Services
Academic Registrar Simon Wright LLB
Gwasanaethau Academaidd a Chefnogi Myfyrwyr
Cofrestrwydd Academaidd Simon Wright LLB

Cardiff University
McKenzie House
30-36 Newport Road
Cardiff CF24 0DE

Tel *Ffôn* | +44(0)29 2087 9189
www.cardiff.ac.uk

Prifysgol Caerdydd
Tŷ McKenzie
30-36 Heol Casnewydd
Caerdydd CF24 0DE

Sent by email to m.a.warren@sheffield.ac.uk

09 November 2017

Dear Professor Warren,

Re: Institutional Response: External Examiner Annual Report 2016–2017

I am writing further to the receipt of your External Examiner's Report for the BSc in Biomedical Sciences and the BSc in Biomedical Sciences (Intercalated) (Anatomy).

Your Report has been considered by the School in accordance with our approved procedures. I am, therefore, now in a position to respond on behalf of the Vice-Chancellor to the main points you had raised.

Issues Highlighted

1. On-going student evaluation of the restructuring of the Programme.
2. Your suggestion to group project reports into degree programme blocks to aid searching by External Examiners.

The following response has been provided on behalf of the School:

1. The progress of the new course will be evaluated as necessary by student questionnaires, staff student panels and focus groups.
2. The School agrees that this would make searching for reports easier, for external examiners and staff, although any additional work at this crucial time of year has significant resource issues in the Education Office. The extent to

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which access to project reports can be improved will be explored, although this may be limited by functionality of Grademark.

Additional comments / observations

The School are currently being supported by their College Education Officer to discuss the challenges the School is experiencing with the suite of reports available to meet the requirements of their Examining Boards. The reports provide a broadly consistent approach across all Schools and limit the potential for error caused by separate School-produced reports. Any additional data requirements requested as part of the available reports will be discussed through this process.

The University is pleased to note your positive comments including:

1. your positive indications regarding the programme structure, academic standards and assessment process;
2. successful introduction of the new integrated Master's programmes;
3. opportunities for students to undertake a Professional Training year;
4. good range of assessment methods, which are applied rigorously and fairly;
5. good use of the full mark range;
6. extensive feedback is well matched to marks;
7. reliable scrutiny processes for the production of papers, marking, moderating and provision of feedback on scripts;
8. excellent support for External Examiners from academic and administrative staff.

I hope that you will find this response satisfactory and we thank you for your continued support of the programme.

In order to meet the expectations of the QAA Quality Code, both the External Examiner Annual Report and this Institutional Response will be published on the University website and will be available to all students and staff.

The University's provision of the formal Institutional Response is not intended to constrain direct communication between schools and their External Examiners. Schools are encouraged to discuss with their External Examiners any matters of detail raised in their Reports and, more widely, any issues impacting on the quality and standards of awards, including possible changes to programmes.

We are most grateful for your comments and for your support in this matter.

Yours sincerely,



Mr Simon Wright
Academic Registrar